

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES**

**January 2006**

Program ID/Title: AGS-111/Records Management

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I. Goals

- A. Increase access to the State Archives collections.
- B. Promote efficient and effective management of government records.

II. Objectives and Policies

- A. Collect permanent non-current records of historic/continuing value from government agencies.
- B. Catalog records on Hawaii Voyager, an online library database accessible via the internet; scan/microfilm indexes and records for internet access.
- C. Develop and revise records retention and disposition schedules for the executive branch.
- D. Operate the State Records Center for storage of non-current, non-permanent records.
- E. Develop/update policies and guidelines relating to records reformatting, e.g., microforms and digitized images.

III. Action Plan with Timetable

A. Past Year Accomplishments

- 1. Archives: add/edit 595 bibliographic records in on-line catalog Hawaii Voyager which is accessible on the Internet; accessioned 168 cubic feet of records and special collections; appraised, arranged and described 183 cubic feet of records for public use;

translated 402 pages of Hawaiian language records; serviced 10,706 researchers and microfilmed 76 cubic feet of records.

2. Records Center: scheduled 8 records series; received 6,873 cubic feet of records and 3,602 records requests; and coordinated destruction of 3,391 cubic feet of expired records. Last in-house micrographics position abolished by Act 41/SLH 2004.

B. One Year

1. Archives: add/edit 600 bibliographic records to Hawaii Voyager; accession 100 cubic feet of government records; appraise, arrange, and describe 150 cubic feet of records; translate 400 pages of Hawaii language records; and service 11,000 researchers; microfilm/scan 60 cubic feet of records.
2. Records Center: schedule 25 records series; receive 4,500 cubic feet of records; service 3,500 records requests; and coordinate destruction of 4,700 cubic feet of expired records.

C. Two Years

1. Archives: add/edit 1,200 bibliographic records to Hawaii Voyager; accession 200 cubic feet of government records; appraise, arrange, and describe 300 cubic feet of records; translate 800 pages of Hawaiian language records; and service 22,000 researchers; microfilm/scan 120 cubic feet of records.
2. Records Center: schedule 50 records series; receive 9,000 cubic feet of records; service 7,000 records requests; and coordinate destruction of 9,400 cubic feet of expired records.

D. Five Years

1. Archives: add/edit 3,000 bibliographic records to Hawaii Voyager; accession 500 cubic feet of government records;

appraise, arrange, and describe 750 cubic feet of records;  
translate 2,000 pages of Hawaiian language records; and service  
55,000 researchers; microfilm/scan 300 cubic feet of records.

2. Records Center: schedule 125 records series; receive 22,500 cubic feet of records; service 17,500 records requests; and coordinate destruction of 23,500 cubic of expired records.

#### IV. Performance Measures

- A. Program Standard measure –Records disposed as a percentage of records scheduled for disposal.
- B. Customer Satisfaction measure – Customer survey initially conducted in FY 2002. Develop form to encourage customer comments.
- C. Cost Effectiveness measure – Compare storage costs with private sector.